

**Statewide Information Management Manual
(SIMM)
Volume I, Policies
Policy 4.0**

**PRELIMINARY
FEASIBILITY STUDY REPORT
POLICY**



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Section 1

POLICY STATEMENT

Departments must obtain the Department of Information Technology's (DOIT) and the Department of Finance's (DOF) permission to submit Feasibility Study Reports (FSR) for specified types of projects. To obtain this approval, departments must submit a brief, conceptual project description in the form of a Preliminary FSR (Pre-FSR). The DOIT and the DOF will jointly review the Pre-FSR, and will issue approval to proceed with the development of an FSR unless one or both departments do not support the proposed project.

This policy is effective as of **May 1, 1998**.

1.0 PURPOSE

The purpose of the Pre-FSR is to minimize the investment in the development of an FSR that may not be approved by the DOIT and the DOF. The Pre-FSR process provides the opportunity for the DOIT and the DOF to provide input early in the FSR development process.

1.1 OVERVIEW

For projects that meet the Pre-FSR Reporting Criteria, the Pre-FSR is a precursor activity to the development of the FSR. The Pre-FSR provides both department management and the State control agencies the basic information necessary to make a preliminary determination as to whether a proposed project can be supported. The Pre-FSR summarizes the problem/opportunity and the proposed solution in sufficient detail to enable evaluation of the solution in light of statewide information technology (IT), and fiscal strategies and directions.

1.2 OBJECTIVES

This policy's objectives are to:

- Save the department from expending resources in analysis and development of project proposals that may have minimal potential for support, from a policy, technical or fiscal perspective;
- Enable the control agencies to focus on technology initiatives that will be most effective in supporting mission-critical State programs; and
- Help ensure that proposed projects are consistent with the strategic direction of both the department and the State, as well as State IT policies and standards.

1.3 RESPONSIBILITIES & TASKS

The following are responsible for the tasks associated with this policy:

1.3.1 Department:

1. Prepare a Pre-FSR in compliance with the Pre-FSR guidelines.
2. Submit three (3) copies of the Pre-FSR to the DOIT.
3. Ensure that sufficient and complete Pre-FSRs are provided to the DOIT in a timely manner to ensure a 30-day joint DOIT/DOF review period.
4. Respond timely and accurately to the DOIT's and the DOF's joint questions during the DOIT/DOF review period.
5. Comply with the final determination on the development of an FSR to support the proposal.

1.3.2 DOIT:

1. Forward two (2) copies of the Pre-FSR to the DOF.
2. Evaluate the Pre-FSR to determine the merits of the proposed IT project in its:
 - Use of technology;
 - Conformance to state IT standards and policies;
 - Alignment with business and IT strategic plans at the departmental and agency levels;
 - Consistency with the direction of state IT strategies.
3. Request clarification from the department on the Pre-FSR when specific areas of the Pre-FSR do not meet state policy, the Pre-FSR guidelines, and/or additional information is needed.
4. Meet the 30-day timeframe specified for issuing a determination to the department and the DOF.
5. Issue a determination from the DOIT and the DOF to either approve or deny the development of an FSR to support the proposal.

1.3.3 DOF:

1. Evaluate the Pre-FSR to determine the merits of the proposed IT project in its:
 - Business case justification
 - Conformance to state fiscal policies
 - Consistency with the direction of state budget strategies
2. Request clarification from the department on the Pre-FSR when specific areas of the Pre-FSR do not meet state fiscal policy, the Pre-FSR guidelines, and/or additional information is needed.
3. In conjunction with the DOIT, respond in a timely manner in making the joint determination of the Pre-FSR.

1.4 EVIDENCE OF COMPLIANCE

1.4.1 Department:

To demonstrate compliance with this policy, the department management must:

1. Follow the Pre-FSR format and guidelines.
2. Submit three (3) copies of the Pre-FSR to the DOIT.
3. Respond timely and accurately to the DOIT and the DOF's questions.
4. Comply with the DOIT's final determination concerning the development of an FSR to support the proposal.

1.4.2 DOIT:

To demonstrate compliance with this policy, the DOIT must:

1. Forward two (2) copies of the Pre-FSR to the DOF.
2. Conduct and participate in a joint review of the Pre-FSR with the DOF.
3. Adhere to specified review timeframes.
4. Support the joint determination concerning the development of an FSR to support the proposal.
5. Issue a final determination concerning the development of an FSR to support the proposal.

1.4.3 DOF:

To demonstrate compliance with this policy, the DOF must:

1. Evaluate or review the Pre-FSRs that the DOIT has forwarded.
2. Participate in the joint review of the Pre-FSR with the DOIT, as applicable.
3. Support the joint determination concerning the development of an FSR to support the proposal.

1.5 REPORTING CRITERIA

Unless the proposed project is mandated by legislation or will be entirely funded through a grant specific to the proposed activity, a Pre-FSR must be submitted and approved by the DOIT prior to the submission of an FSR for an IT project which meets one or more of the following criteria:

1. The project's development schedule, consisting of the analysis, design, programming, testing and integration components, is estimated to exceed one (1) year.
2. The total project cost is estimated over \$1 million (\$1,000,000).
3. The proposed solution will consist of installation or expansion of wide area network communication facilities or services other than those acquired through contracts administered by the Department of General Services, Telecommunications Division, or a State consolidated data center as defined in SAM Section 4982, and the estimated total project cost exceeds the department's cost delegation.¹
4. The project will consist of the development, acquisition or installation of technologies not currently supported by the department or not currently supported by a State consolidated data center, and the estimated total project cost exceeds the department's cost delegation.¹
5. The proposed solution will consist of the development and/or purchase of systems to support activities as defined by the DOIT's Enterprise Systems Report.¹

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¹ The DOF may or may not be involved in the review of a Pre-FSR.